

**Documents you need to bring to your appointment:**

All documents must be current.

Additional information may be requested during your appointment.

Income: (only need to bring 1 item) *

- Annual Canada Child Tax Benefit (CCTB)
- Notice of Assessment (for both parents) **or** Ontario Works **or** ODSP (if applicable)

*If you do not have a Notice of Assessment, please contact Revenue Canada at 1-800-959-8281 or if you need a CCTB statement call 1-800-387-1193

Address: (only need to bring 1 item for both parents if applicable)

- Lease Agreement or notice of rent increase dated within 1 year
- Landlord Letter which includes Landlords name, phone number and address as this information may be verified
- Mortgage Statement
- Utility Bill either Water, Hydro, or Natural Gas
- Property Tax Bill

Identification (ID) for each family member: (only need to bring 1 item per family member)

- Canadian Birth Certificate **or** Canadian Passport **or** Immigration Documents
- Statement of Live Birth
- Current Health Card
- Driver's License

Employment: (only need to bring 1 of the following)

- Two most current consecutive payslips
- Employment letter, on company letterhead, containing contact name, phone number, start date and weekly work schedule
- Self Employed **or** Corporate Self Employed visit toronto.ca/children/families/annualmeeting for a full listing of documents required

School: (for both parents if applicable)

- A school letter indicating the days and hours of classes each week with the course start and completion dates. All school letters must be original.
- University/College students must include verification of Full **or** Part-Time enrollment **or** OSAP Assessment Summary.

Special Needs: *

- If you or your child has special needs, provide a letter from your medical doctor, supporting agencies, or other professional.

*Forms available on our website at www.toronto.ca/children